

D R A F T
CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

(To Individual):

Your tour of duty with CIA will be unique. CIA is basically a civilian organization that has an integral need for and appreciation of military personnel of all services. You have been selected because of this need. Your experience and associations will prove absorbing and challenging and ^{will} provide ^{you with} ample opportunity to broaden and develop your career.

As a member of the Armed Forces you are already familiar with "Classified Information" and "Security." However, your assignment to the Central Intelligence Agency places upon you somewhat different and grave responsibilities which affect both your private and official life. You will find yourself a trusted custodian of information which could be of great value to foreign countries. Foreign espionage agents are interested in this information; first, ^{ly} to learn factual information contained in classified documents, reports, etc.; second, ^{ly} to learn the sources used by CIA in assembling information; ^{and} third, ^{ly} to learn as much as possible of the organization of CIA, its strength in various fields, and its methods of operation.

You will find, because of the scope of our responsibilities, that security in CIA will make certain personal demands upon you. You cannot discuss your office problems ^{or} the work in which you are engaged. ^{With outsiders, must} You will not disclose intelligence information which you learn in connection with your new duties, except to those persons who are officially authorized ^{where} such information. You may have to take trips ^{and}

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Without ~~not~~ ^{ing} tell your family, friends or associates what you are going to do, or, in some instances, where you are going. In each case you will be briefed as to what you may disclose when travel, including permanent change of station, is involved.

The selection of your friends and associates, and your personal conversations with them will be influenced considerably by the intelligence duties ^{which} you are called upon to perform. Your public conversations on current topics and international events must be carefully weighed so that you will not express an opinion based ^{on} intelligence data. Casual remarks on these subjects by you can be given much significance by outsiders. Your good sense and discretion will be the best guide. Obviously, any air of "hush-hush" or "cloak and dagger business" is anathema to real security, besides being rather ridiculous. Much of the material ^{that} you will handle ^{will be public} ~~is~~ open knowledge. The danger lies in stressing, pointing up, or giving ill-timed emphasis to those matters which are being correlated and analyzed with this Agency, or in disclosing actual classified information.

The Military Personnel Division of CIA handles the administrative details for service personnel assigned here and maintains constant liaison with the services and with the other offices of CIA. This Division will be your point of

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contact for all military administrative matters. Feel free to discuss with them any questions of this nature which may arise.

Good luck on your assignment. I am sure ^{that} there will be an immense amount of satisfaction for you in contributing to an operation which is so essential to the welfare of the entire nation and one which can be important and fruitful in your military career.

Sincerely,

WALTER B. SMITH
Director

MEMORANDUM TO: THE DIRECTOR *Copy*

All CIA civilian employees receive a letter of welcome similar to the attached when they enter on duty; military personnel do not.

It is proposed that all military personnel receive a letter of welcome from you when they enter on duty. Your facsimile signature would be used to avoid the necessity of your signing each letter.

Request your approval to begin this practice and approval of the attached proposed letter.

15/
L. K. WHITE
Acting Deputy Director
(Administration)

5 Feb 52
(DATE)